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10 December 1976

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 10 December 1976

1. Special Recruitment: Recruiter [redacted] 25X1A reports that a recruiting visit by DDI Representatives to Northeastern University and to Harvard on Thursday, 2 December 1976, went well. Several promising minority candidates were interviewed and invited to consider our summer intern or regular employment program.

25X1A

2. Personnel Officers' Meeting: The December Personnel Officers' Meeting was held in the Headquarters Auditorium on Wednesday, 8 December. The principal speaker was Mr. [redacted] 25X1A [redacted] Deputy Director of Logistics, who discussed the activities of his office with special emphasis on the procurement function.

3. Health Benefits Insurance: We have received 375 requests for new enrollments and plan changes in the Federal Employees Health Benefits Program during the Open Season which ended 30 November 1976. Including 58 new enrollments, the total enrollment in the Association Benefit Plan will increase by 134. (This compares with 19 new enrollments and a total increase of 21 in the ABP for the 1975 Open Season.) The Blue Cross Plan had a net loss of 74 during the Open Season.

4. Unemployment Compensation: Chief, Personal Affairs Branch visited the Virginia State Unemployment Commission this week to discuss procedures and problems in handling applications for former Agency personnel who apply for unemployment compensation. The problem area is centered around the location of assignment since most of our actions indicate Washington, D. C. We will explore this situation further. As a start, Mrs. Kay of the Virginia State Unemployment Commission was advised that she could call Chief, Personal Affairs Branch if she had difficulty with processing applications received from former Agency personnel.

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5. Position Management:

a. PMCD representatives met with the Director, Equal Employment Opportunity, to make final preparations for the review of 10 positions in the Office of EEO.

b. A meeting was held with the Director, Office of Data Processing, and his representatives to discuss the proposed re-organization of that office.

6. Standards Review:

a. The review of the Civil Service Commission draft classification standards for Clerk-Typist and Transcriber Series GS-332 is continuing preparatory to developing a Factor Evaluation System-patterned Agency standard and benchmark descriptions.

b. The draft of the CSC classification standard for the Secretary Series GS-318 was reviewed and tested against several sample descriptions that simulated Agency secretarial positions.

7. Special Booklet--Position Classification: We discussed the publication of a booklet on position management with representatives of OL/Graphics. A mock-up of the publication will be prepared for OP review. The tentative distribution of this booklet to first echelon supervisors will require printing about 2,000 copies.

25X1C

9. Headquarters Notices--Holidays: We drafted a Headquarters Notice addressing duty scheduling and pay administration for the Christmas and New Year holidays and the Friday preceding these two days.

10. Studies: We continued work on the redrafting of separation regulations and on the promotion guidelines (EAG actions).

11. Supervisors Survey: We continued to process returns from the supervisors survey of morale.

12. Skills Session: Approximately 62 MP careerists attended a briefing 7 December on the responsibilities and functions of the Transactions and Records Branch.

13. Rehired Annuitants:

a. The following rehired annuitant case was approved for the Directorate for Administration:  
25X1A

[redacted] - Independent Contractor, Office of Training. Memorandum of Oral Agreement for one-time use, 2 December 1976.

b. The following rehired annuitant case was terminated for the Directorate for Administration:  
25X1A

[redacted] - Independent Contractor, Office of Training, terminating 26 December 1976.

14. EAA Sports: The Employee Activity Association is experiencing delays in assignment of gymnasium space for its basketball and volleyball programs. The Fairfax County Recreation Department has apparently received more requests than existing facilities will accommodate; thus, they have delayed issuing use permits.

15. EAA Store: The EAA Store will have its second and last shipment of poinsettia plants on sale today, 10 December. The price is \$9.15, tax included.

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Coming Events:

1. Recruiter [redacted] reports that preliminary arrangements have been made to attend a Minority Career Day at Michigan State University on the dates of

27-28 January 1977. This is being billed as one of the largest in the country. The program will begin on the evening of January 27th and run from 6 to 9 PM. Interviews will then be scheduled the following day for interested applicants. Two DDI representatives plan to accompany Mr. [redacted] 25X1A

Another similar event will follow during the month of February at the University of Illinois, and DDI representatives plan to participate also.

2. We will continue to follow-up on submission of the Annual Personnel Plan from each Directorate.

3. In addition to singing at Headquarters, [redacted] 25X1A and Ames Buildings as announced in Employee Bulletin [redacted] 25X1A on the Keynotes will also appear at the [redacted] 25X1A on 17 December at 3:30 PM.

(Singed) F. W. M. Janney

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OD/Pers: [redacted]:bkf (10 Dec 76)